

## **GSA CIO Application** GSA CIO Application Maintenance, Enhancements, and Operations (CAMEO)

## **Asset & Transportation Management Division**

# **Federal Vehicle Standards User Manual**

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Federal Vehicle Standards User Guide

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## 1 Getting Started

#### 1.1 Introduction

Federal Vehicle Standards (FVS) is an online application that allows users to do the following:

- Display a list of Standard Items with a general description of each one.
- Display a list of Minimum Requirements and Optional Equipment for each Standard Item for the current year or for a past year.
- Display a list of Federal Standard documentation.
- Submit and view comments related to a vehicle. There are four types of comments:
  - **General Comments**: apply to a Vehicle Type.
  - Standard Item Comments: apply to a specific Standard Item.
  - Minimum Requirement Comments: apply to a specific Requirement.
  - Optional Equipment Comments: apply to Optional Equipment or Features for a Standard Item.

### 1.2 System Overview

This Document consists of the following sections:

Section	Description
Getting Started	Describes how to Register with FVS and how to log in to the system.
Standard Items	Describes how to display Standard Items, Minimum Requirements, and Optional Features
Comments	Describes how to enter General Comments and Comments for Standard Items, Minimum Requirements, and Optional Features.
Documentation	Describes how to view Federal Standard documentation and to view and submit comments for the documentation.
View Comments	Describes how to view a list of vehicle and documentation comments and the Status of those Comments, including.



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#### 1.3 Contact Information

#### **For Help or Information Contact:**

Office of Motor Vehicle Management

Vehicle Purchasing Division

Phone: (703)605-CARS (2277)

Email address: <a href="mailto:vehicle.buying@gsa.gov">vehicle.buying@gsa.gov</a>

### 1.4 Logging in / Registering with FVS

This section describes how to access FVS, and how to register and log in to the system.

You do not have to log in to FVS to access the system, but without registering and logging in you will only be able to access the **Standard Item** and **Documentation** modules, and you will not be able to view or submit comments. To view and submit comments you must be able to access the View Comments module, which means that you must be Registered with FVS and be logged in to the system.

To access FVS: simply enter the URL ##### into your browser.

The Home page, shown in Figure 1-1, will be displayed. (The **Select Year** field will default to the current year.)



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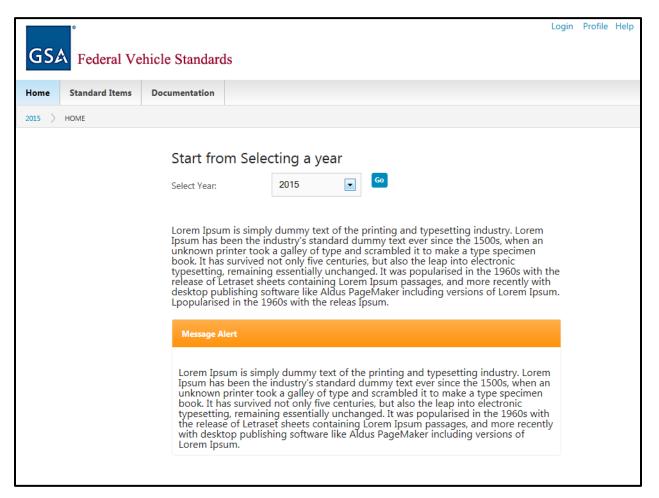


Figure 1-1.FVS Home Page



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#### 1.4.1 Logging in to FVS

To log in to the application you must be registered with FVS.

Registering with FVS allows you to log in to FVS. This allows you to access the **View Comments** module and to view and submit comments. The "View Comments" tab will not be visible unless you are logged in to the system, and you will only have access to the "Standard Items" and the "Documentation" modules.

#### To log in to FVS:

- 1. Enter the URL #### in your browser.
- 2. The Home Page, shown in Figure 1-2, will be displayed. (The **Select Year** field will default to the current year.)

You can access Standard Items and Federal Standard Documentation without logging in by clicking the Go button or by selecting the respective tab at the top of the screen (Refer to section 2: Standard Items; or section 4: Documentation).

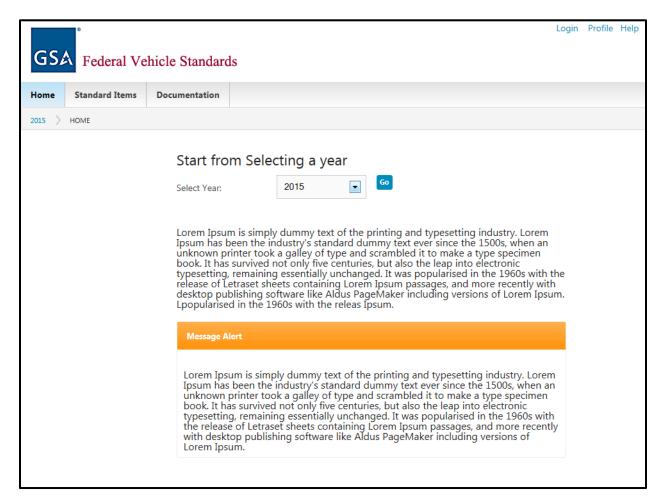


Figure 1-2.FVS Home Page



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3. Click the **Login** link on the upper right of the screen.

The **Login** screen, shown in Figure 1-3 will be displayed.

If you are not registered, refer to section 1.4.2: Registering with FVS.



Figure 1-3.Login screen

4. If you are registered, enter your email address, and then click the **Login** button.

The Home Page, shown in Figure 1-4, will be displayed (Note that the **View Comments** tab is now displayed in the main menu).

The logged in user name will be displayed in the upper right corner of the screen.



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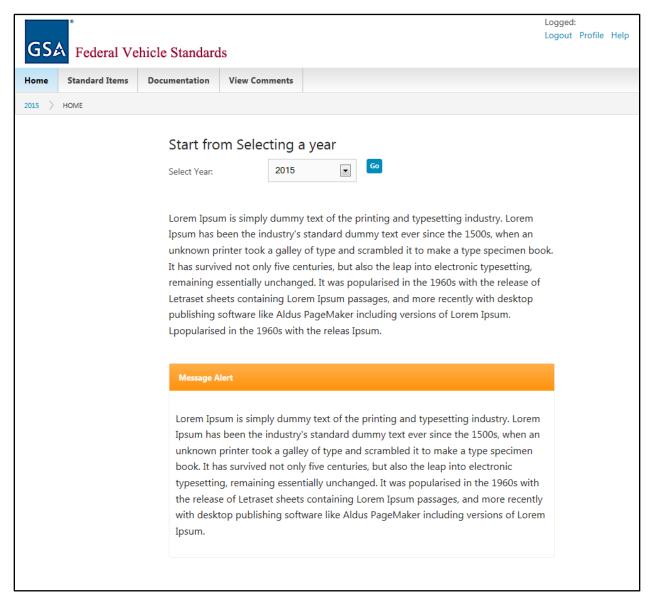


Figure 1-4. Home Page - user logged in



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#### 1.4.2 Registering with FVS

Before you can log in, you must register with FVS.

#### To Register with FVS:

- 1. Enter the URL for FVS in your browser.
- 2. The Home Page, shown in Figure 1-5, will be displayed.

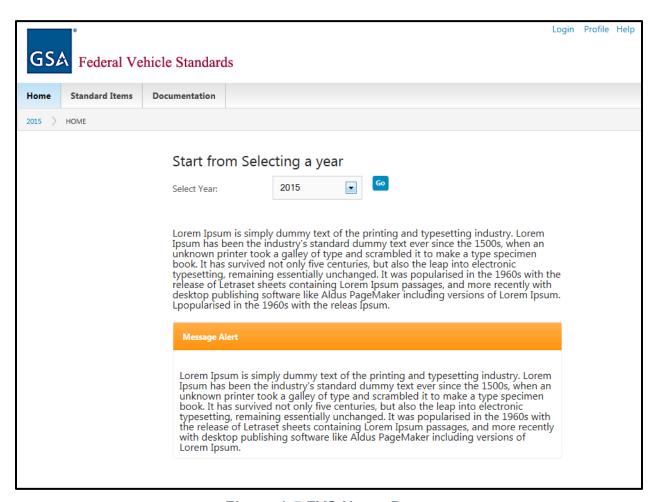


Figure 1-5.FVS Home Page

3. Click the **Login** link in the upper right of the screen.

The **Login** screen, shown in Figure 1-6, will be displayed.



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Figure 1-6.Login screen

4. Click the "Please Register **here**" link on the bottom left of the screen A blank **Register** screen, shown in Figure 1-7, will be displayed.

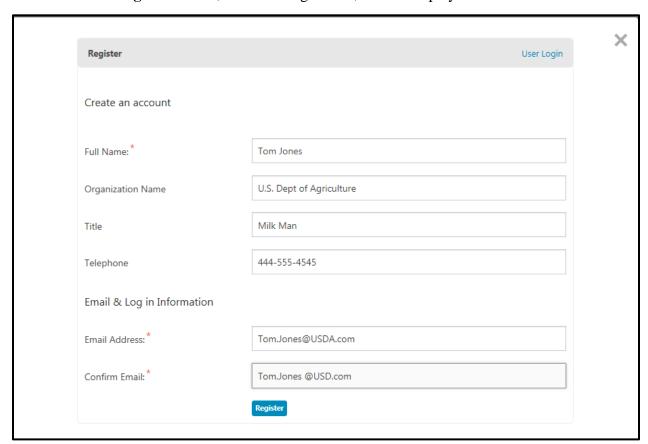


Figure 1-7.Register



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5. Enter your personal information and then click the **Register** button at the bottom of the screen.

The **Create an Account** screen, shown in Figure 1-8, will be displayed indicating that you have registered successfully.

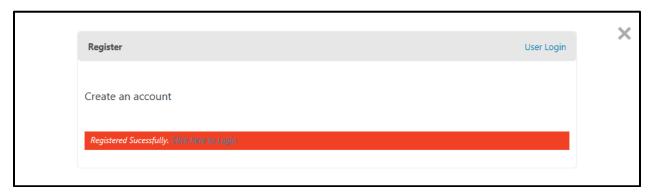


Figure 1-8. Create an Account

6. To Log in, click the **User Login** link in the upper right of the screen.

The **Login** screen, shown in Figure 1-9, will be displayed.



Figure 1-9.Login screen

7. Enter your Email Address, and then click the **Login** button.

The **Home Page**, shown in Figure 1-10, will be displayed.

The logged in user name will be displayed in the upper right corner of the screen.



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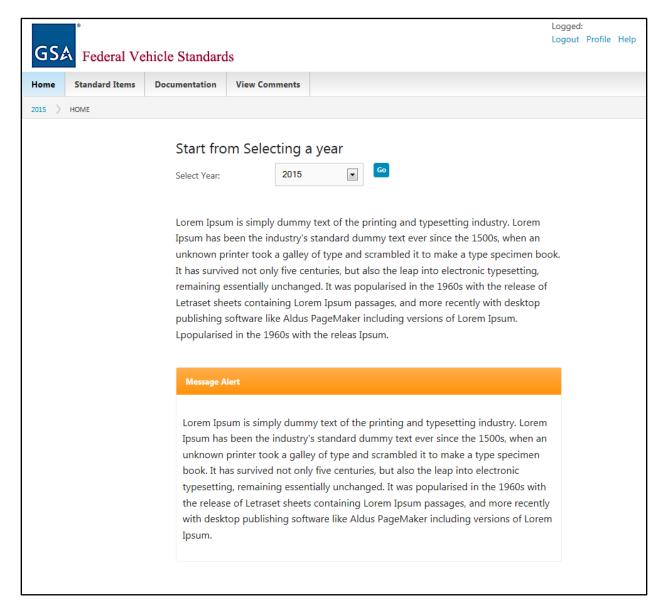


Figure 1-10. Home Page



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### 2 Standard Items

This module allows users to access Minimum Requirements and Optional Equipment for Federal vehicles and allows registered users to submit Comments. Standard Items can be selected by using the Quick Selection drop-down list – if you know the vehicle type – or by using the standard selection method, starting with the list of Vehicle Types.

#### 2.1 Quick Selection

The Standard Items functionality allows a user to view Minimum Standards and Options for a Vehicle Type and to enter General Comments, Standard Item Comments, and comments related to specific Requirements and Optional Features. Vehicle standards can be sorted by vehicle type or standard item and can be used to access and print the GSA Federal Vehicle Standards for:

- Ambulances
- Sedans and Station Wagons
- Other
- Medium and heavy duty trucks
- New Technology (Electric Vehicles)
- Light trucks with Vocational Bodies (4X4)
- Cargo Movers
- Light Trucks (4X4)
- Wheelchair Vehicles
- Light Trucks (4X2)
- Police Use Vehicles
- Light trucks with Vocational Bodies (4X2)
- Buses
- Right-hand Drive Vehicles
- Wreckers and Carriers

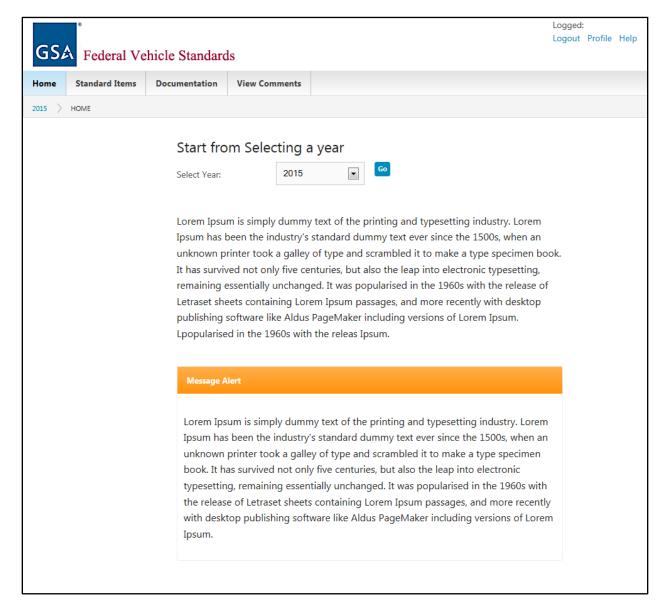
#### To access Vehicle Standards for a Federal vehicle:

1. Log in to FVS as previously described.

The Home Page, shown in Figure 2-1, will be displayed.



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#### Figure 2-1.Home Page

- 2. Select a year from the "Select a Year" drop-down list, and then click **Go**. (The current year is the default entry.)
  - The **Vehicle Type** screen for the selected year will be displayed, as shown in Figure 2-2.



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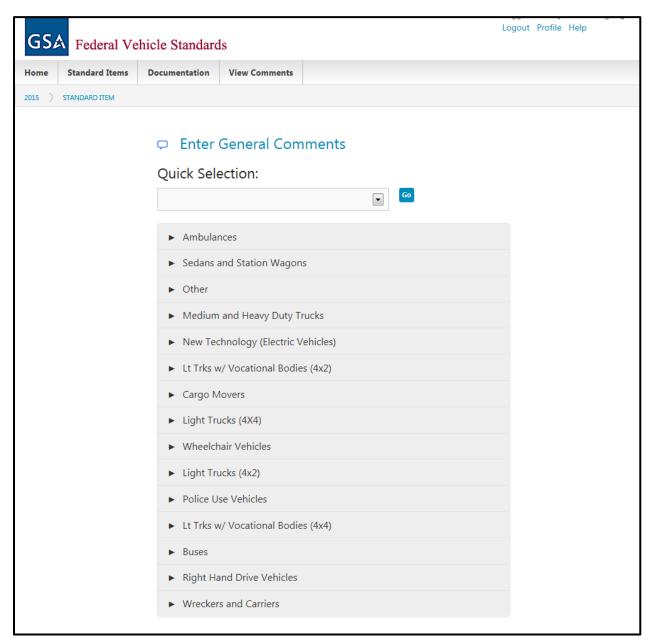


Figure 2-2. Vehicle Type screen

- 3. If you are logged in, the **Enter General Comments** link will be displayed at the top of the screen. (See section 5.1 to enter and view General Comments.)
- 4. If you know the code for the Standard Item that you want, click the drop-down list under **Quick Selection**, if you do not know the Standard Item, go to section 2.2: Standard Selection.

A list of **Standard Items** will be displayed, as shown in Figure 2-3.



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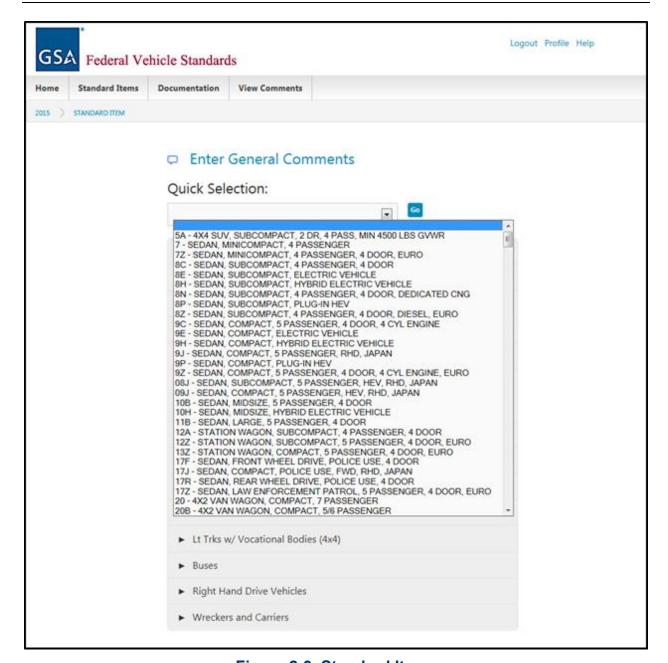


Figure 2-3. Standard Items

5. Scroll down the list, select a Standard Item, and then click the **Go** button.

The vehicle type and description, as well as a table containing the GSA Components and Minimum Requirements for the Standard Item will be displayed, as shown in Figure 2-4.

(Small Comment icons ( ) to the left of the GSA Components will be displayed if you are logged in to FVS. These icons will allow you to enter **Standard Item Comments**. (See section 5.2 to submit and view Standard Item Comments.)



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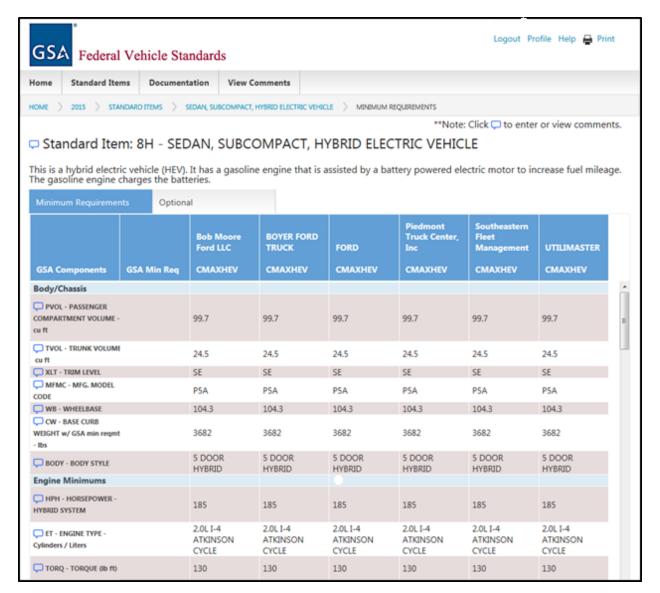


Figure 2-4.Minimum Requirements

6. To view Optional Equipment available for the vehicle, click the **Optional** tab. The Optional Equipment will be displayed, as shown in Figure 2-5.



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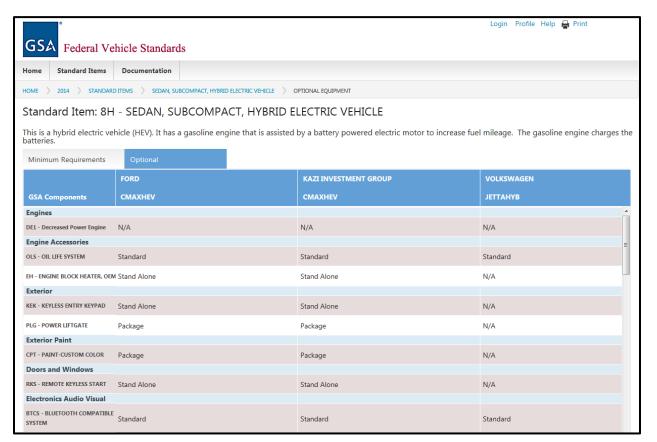


Figure 2-5. Optional Equipment



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#### 2.2 Standard Selection

The Standard Items functionality allows a user to view Minimum Standards and Options for a selected Vehicle Type and to enter General Comments, Standard Item Comments, and comments on Minimum Requirements and Optional Features. Vehicle standards can be sorted by vehicle type or standard item number and can be used to access and print the GSA Federal Vehicle Standards for:

- Ambulances
- Sedans and Station Wagons
- Other
- Medium and heavy duty trucks
- New Technology (Electric Vehicles)
- Light trucks with Vocational Bodies (4X4)
- Cargo Movers
- Light Trucks (4X4)
- Wheelchair Vehicles
- Light Trucks (4X2)
- Police Use Vehicles
- Light trucks with Vocational Bodies (4X2)
- Buses
- Right-hand Drive Vehicles
- Wreckers and Carriers

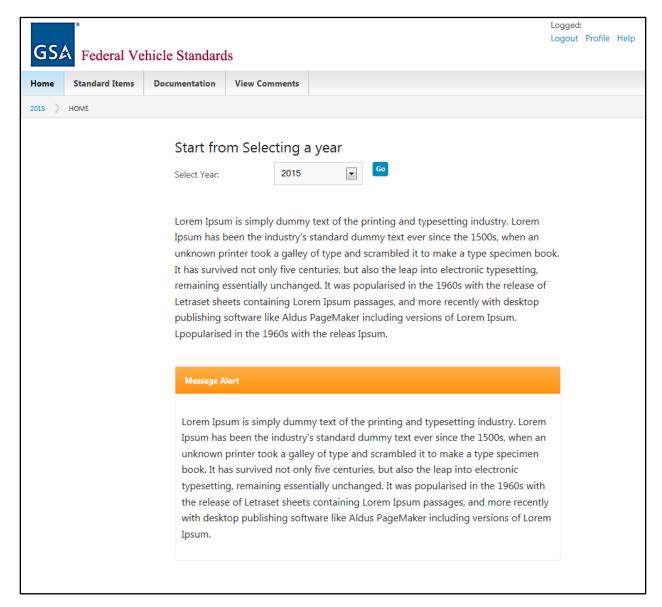
#### To access Vehicle Standards for a Federal vehicle:

1. Log in to FVS as previously described.

The Home Page, shown in Figure 2-6, will be displayed.



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#### Figure 2-6.Home Page

- 2. Select a year from the "Select a Year" drop-down list, and then click **Go**. (The current year is the default entry.)
  - The **Vehicle Type** screen for the selected year will be displayed, as shown in Figure 2-7.



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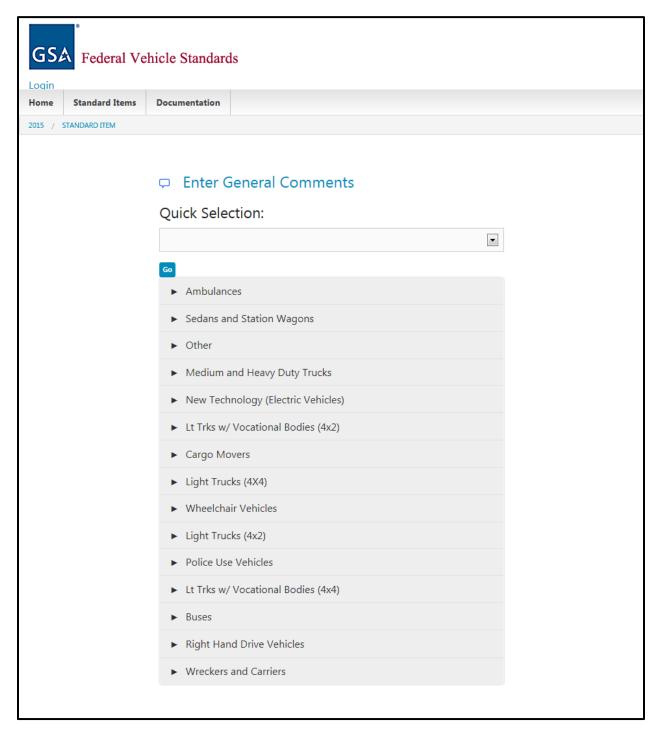


Figure 2-7. Vehicle Type

- 3. If you are logged in, the **Enter General Comments** link will be displayed at the top of the screen. (See section 5.1 to enter and view General Comments.)
- Click a vehicle category, such as "Light Trucks."
   A sub-menu will be displayed, as shown in Figure 2-8.



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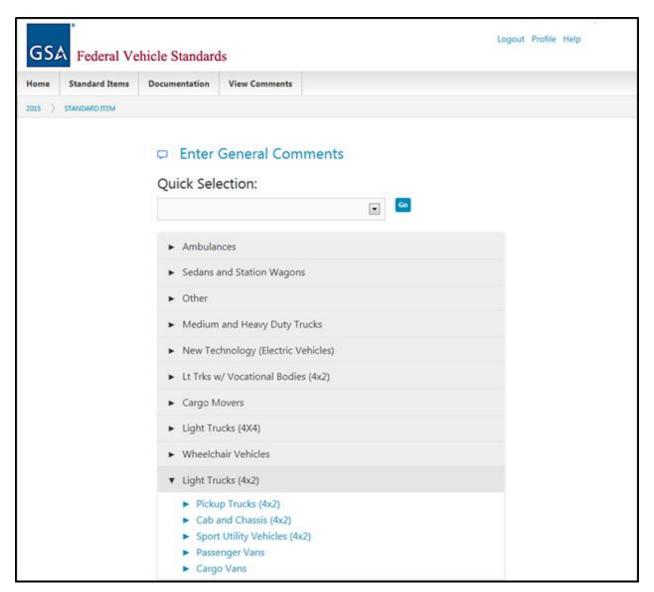


Figure 2-8. Standard Selection

5. Select a sub-category, such as "Pickup Trucks."

A list of Standard Items for the selected category will be displayed, as shown in Figure 2-9.



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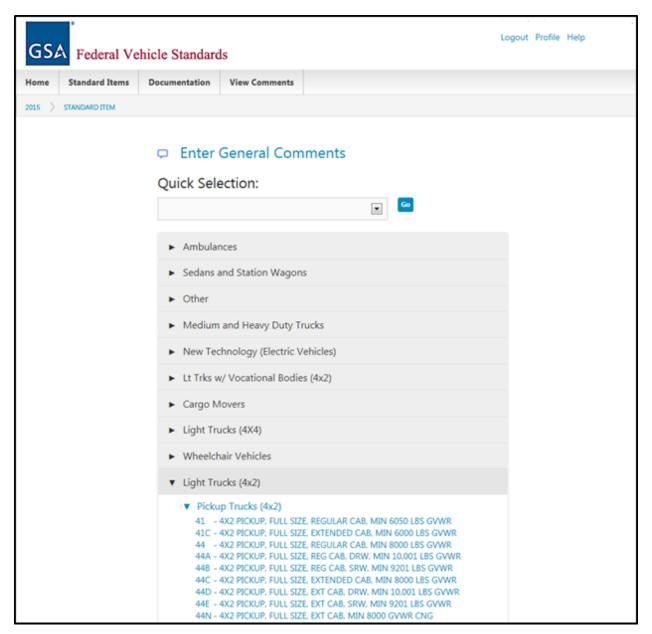


Figure 2-9. List of Standard Items for Light Trucks

6. Select a Standard Item (such as 46C).

The vehicle type and description, as well as a table containing the GSA Components and Minimum Requirements for the Standard Item will be displayed, as shown in Figure 2-10.

The table also contains the models for that standard item, along with the models for that Standard Item, as shown in Figure 2-10, and their compliance with the standards.

(Small Comment icons ( ) to the left of the GSA Components will be displayed if you are logged in to FVS. These icons will allow you to enter **Standard Item Comments**. (See section 5.2 to submit and view Standard Item Comments.)



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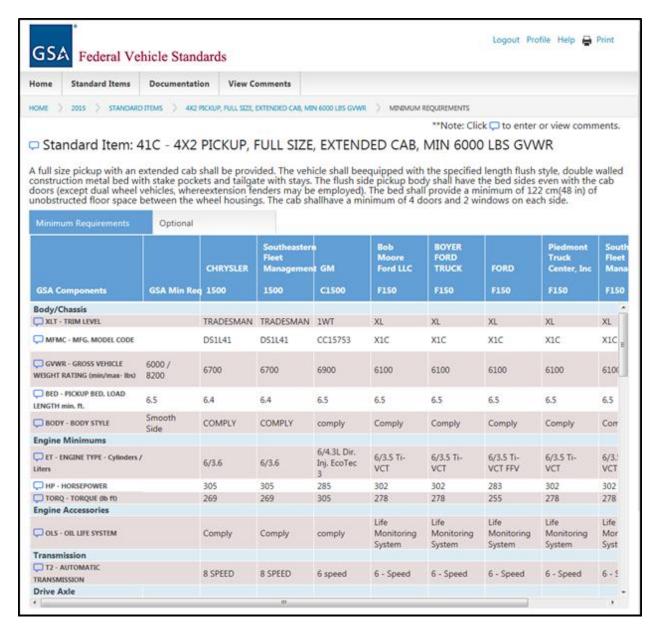


Figure 2-10.Minimum Requirements

7. To see the Optional Equipment available for the vehicle, click the **Optional** tab. The Optional Equipment will be displayed, as shown in Figure 2-11.



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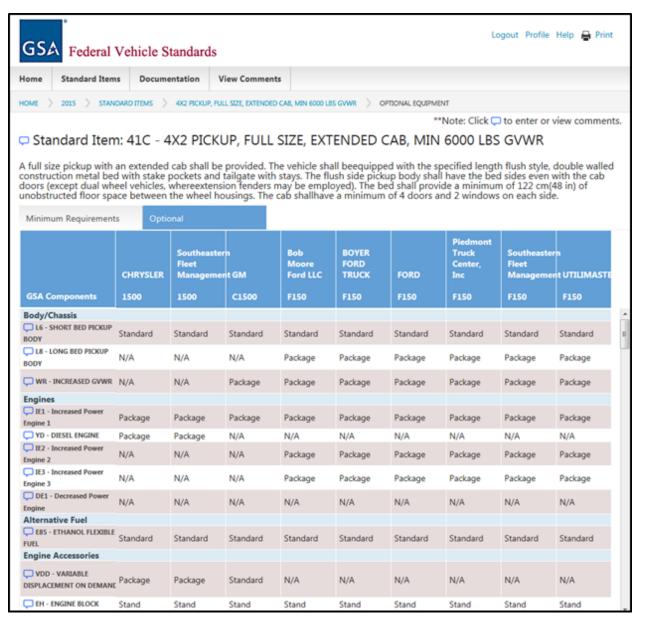


Figure 2-11.Optional Equipment



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#### 3 Comments

This section describes how to submit General Comments, Standard Item Comments, and Minimum Requirement Comments.

The Comments functionality allows a user to submit and review comments for Standard Items, as well as for Minimum Requirements and Optional Features related to a Standard Item. Users can also submit General Comments that apply to Vehicle Types or other areas of concern. A user must be registered with FVS and logged in to the system to submit comments.

There are four types of comments, as follow:

- **General Comments**: Comments related to Vehicle Types, multiple Standard Items or GSA Components, or other general concerns.
- Standard Item Comments: Comments related to a single Standard Item.
- **Standard Item Component Comments**: Comments related to a specific Requirement or an Optional Feature.
- **Documentation Comments**: Comments related to Federal Code Documents (discussed in Section 4: Documentation).

To display one of the Comment screens, the user must click the "Comment" icons ( ) next to the type of Comment desired, as follows:

- To enter a General comment, click the: Enter General Comments links.
- To enter a Comment for a Standard Item, click the Standard Item links, e.g. Standard Item: 8E
- To enter a Comment for a Minimum Requirement or an Optional Feature., click an icon next to a GSA Component, e.g. XLT TRIM LEVEL.

Comments are sent to the Engineering Department for review. The Engineering Department Approves or Disapproves a comment, or leaves it "open" by designating it as '**Noted**.'

Comments can only be entered during a specific time period and only if you are logged in to the system. (If the comment icon ( ) is not displayed, comments cannot be entered). To register for an account, see section 1.2.



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#### 3.1 General Comments

This section describes how to submit General Comments. (You must be logged in to the system to view and submit comments.)

#### To Submit a General Comment:

Log in to FVS as previously described.
 The Home Page, shown in Figure 3-1, will be displayed.

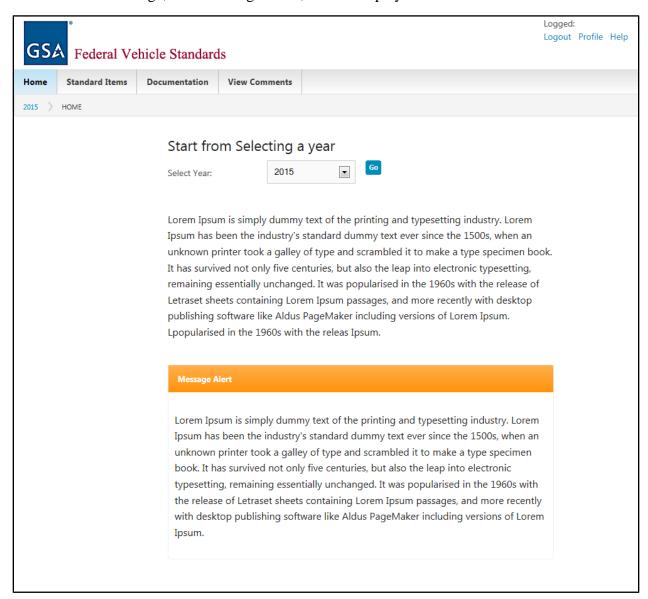


Figure 3-1.Home Page

2. Select a year from the "Select a Year" drop-down list, and then click **Go**. (The current year is the default entry.)



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The **Vehicle Type** screen, shown in Figure 3-2, will be displayed.

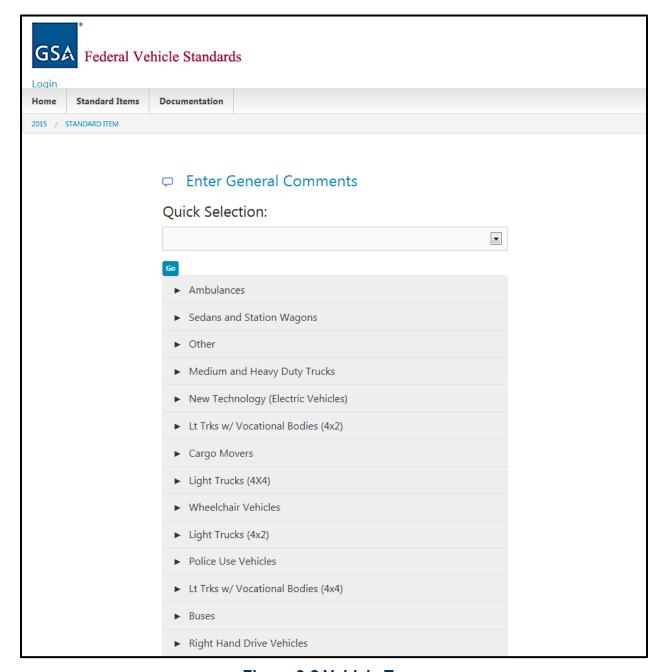


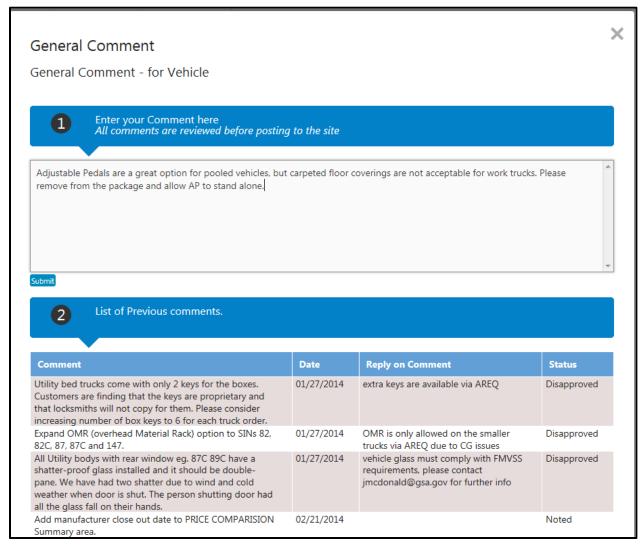
Figure 3-2. Vehicle Type



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3. To enter a General Comment, click **Enter General Comments** at the top of the screen.

The **General Comments** screen, shown in Figure 3-3, will be displayed. (The General Comments screen is divided into two sections: Section "1" allows you to submit General Comments; Section"2" displays a list of Previous Comments and their statuses.)



**Figure 3-3.General Comment** 

4. Enter your comments in Section '1' and click the **Submit** button.

The comments will be submitted to the Engineering Group for review. After being reviewed, the comment will be added to the "List of Previous Comments" and a status of **Approved**, **Disapproved**, or **Noted** will be posted in the Status section.

You will receive an email informing you that your comment has been submitted and you will receive email notification after it is reviewed.

The date that the comment was reviewed will be automatically prefilled.



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#### 3.2 Standard Item Comment

This section describes how to submit Comments for Standard Items.

#### To submit Comments related to a Standard Item

1. Log in to FVS and access the Vehicle Type screen, shown in Figure 3-4, as described in section 3.1.

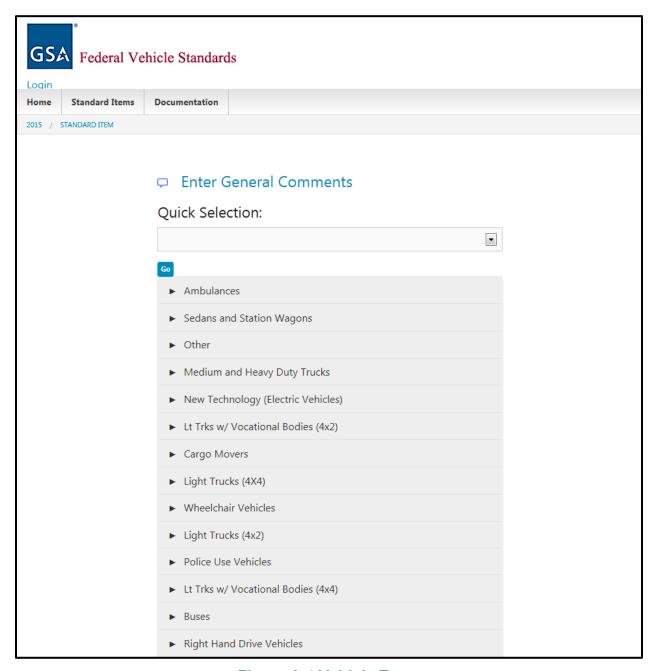


Figure 3-4. Vehicle Type



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2. Expand the Quick Selection drop-down list.

A list of Standard Items will be displayed, as shown in Figure 3-5.

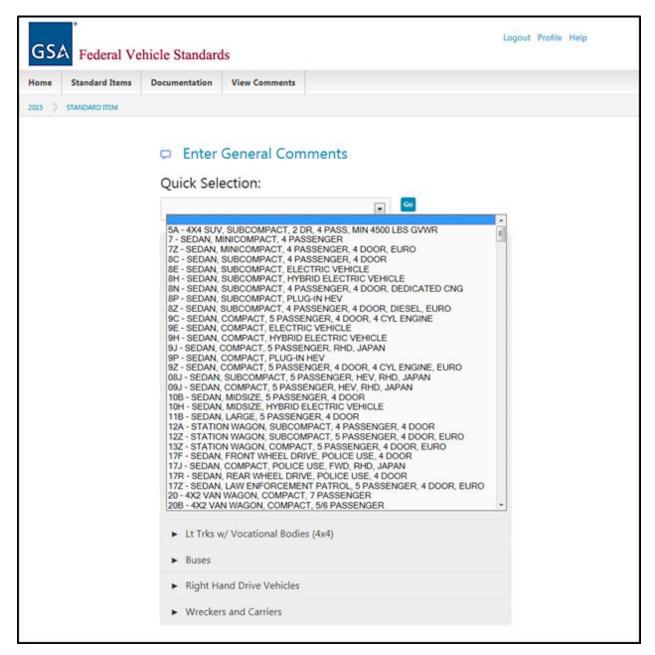


Figure 3-5.Standard Items

3. Select a Standard Item from the **Quick Selection** drop-down list.

The **Minimum Requirements** for the Standard Item will be displayed, as shown in Figure 3-6.

**Note**: The Minimum Requirements tab will be selected by default.



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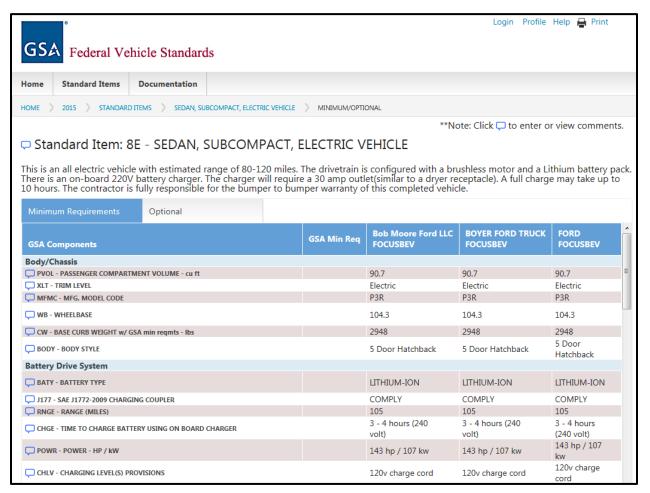


Figure 3-6. Minimum Requirements

4. Click the **Standard Item** link ( standard Item: 8E - ) at the upper left of the screen next to the Standard Item.

The **Standard Items Comment** screen, shown in Figure 3-7, will be displayed. (The Standard Item Comment screen is divided into two sections: Section "1" allows you to submit Comments; Section "2" displays a list of Previous Comments and their statuses.



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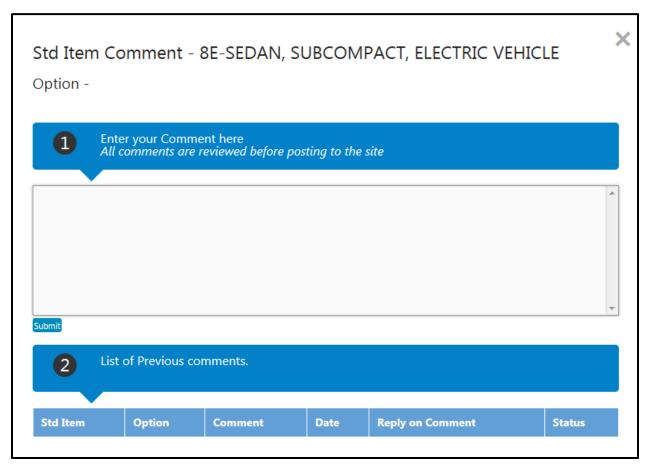


Figure 3-7.Standard Item Comment screen

5. Enter your comments in Section '1' and click the **Submit** button.

The comments will be submitted to the engineering group for review. After being reviewed, the comment will be added to the "List of Previous Comments" and a status of **Approved**, **Disapproved**, or **Noted** will be posted in the Status section.

You will receive an email informing you that your comment has been submitted and you will receive email notification after it is reviewed.

The date that the comment was reviewed will be automatically prefilled.



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#### 3.3 Minimum Requirements / Optional Equipment Comments

This section covers Comments for Minimum Requirements and Optional Equipment.

#### To submit Comments for a Minimum Requirement / Optional Component

1. Log in to FVS and access the Vehicle Type screen, shown in Figure 3-8, as described in section 3.1.

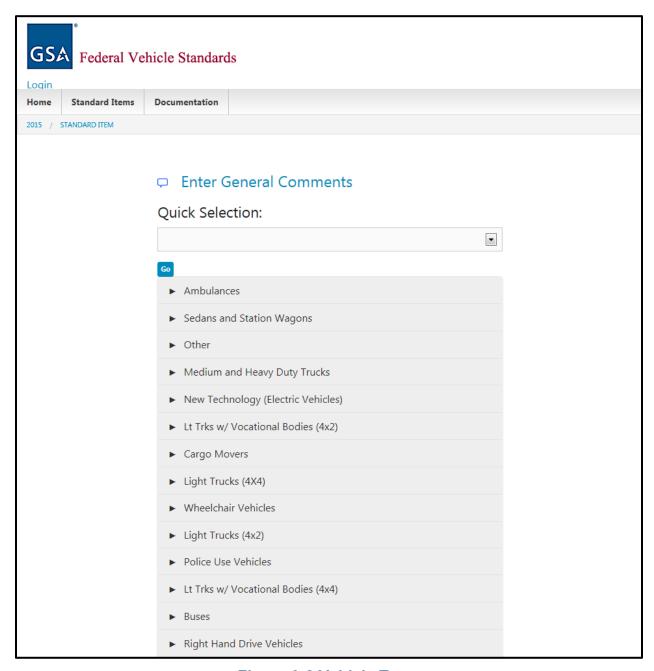


Figure 3-8. Vehicle Type



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2. Expand the Quick Selection drop-down list.

A list of Standard Items will be displayed, as shown in Figure 3-9.

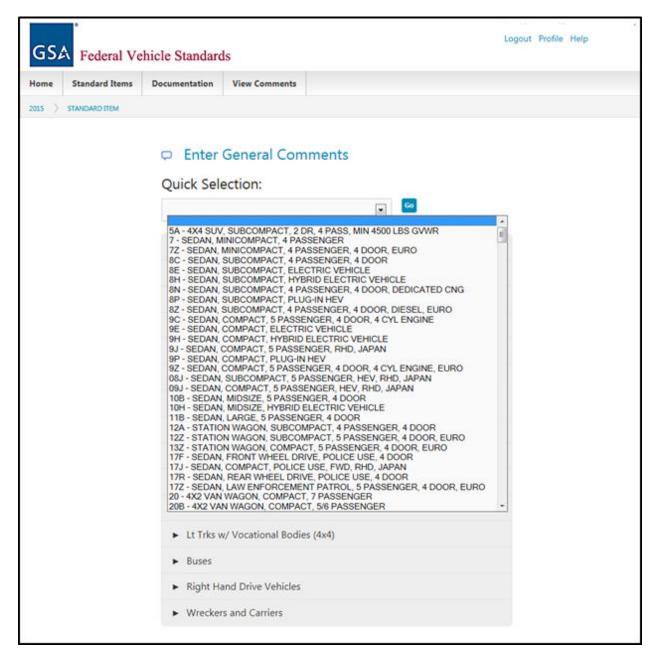


Figure 3-9.Standard Items

3. Select a Standard Item from the **Quick Selection** drop-down list.

The **Minimum Requirements** for the Standard Item will be displayed, as shown in Figure 3-10.

**Note**: The Minimum Requirements tab will be selected by default.



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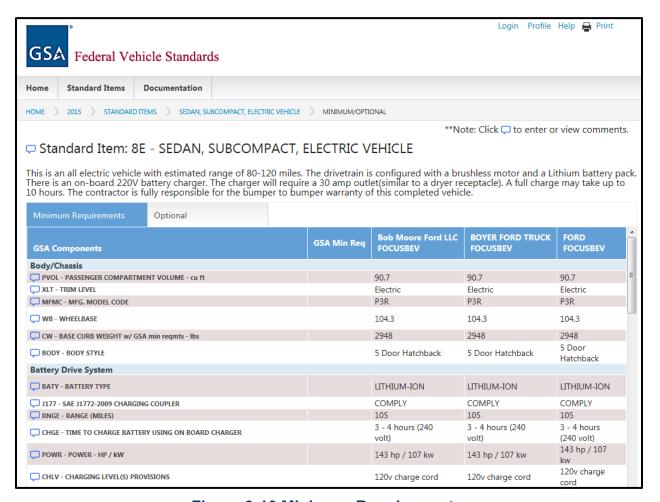


Figure 3-10.Minimum Requirements

- 4. To comment on one of the Minimum Requirements:
  - i. Click one of the icons ( ) to the left of one of the entries in the GSA Component column.

The selected Requirement will be displayed below the Standard Item name, (in this case – **Trim Level** – as shown in Figure 3-11, and will allow you to enter comments for the Requirement.



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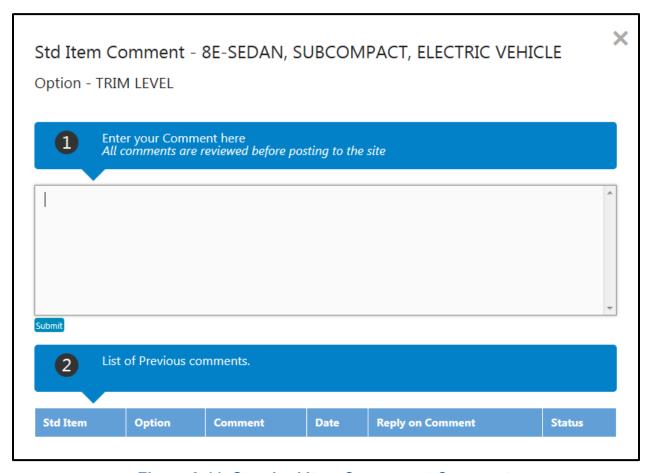


Figure 3-11. Standard Item Component Comment

ii. Enter your comments in Section '1' and click the **Submit** button.

The comments will be submitted to the engineering group for review. After being reviewed, the comment will be added to the "List of Previous Comments" and a status of **Approved**, **Disapproved**, or **Noted** will be posted in the Status section.

You will receive an email informing you that your comment has been submitted and you will receive email notification after it is reviewed.

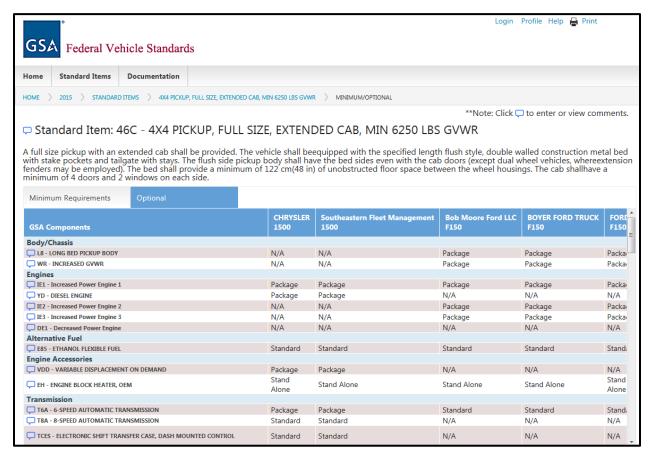
The date that the comment was reviewed will be automatically prefilled.

- 5. To comment on one of the Optional Components:
  - i. Select the **Optional** tab to display the Optional Components.

The **Optional Components** screen will display a list of Optional GSA Components, as shown in Figure 3-12.



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**Figure 3-12.Optional Components** 

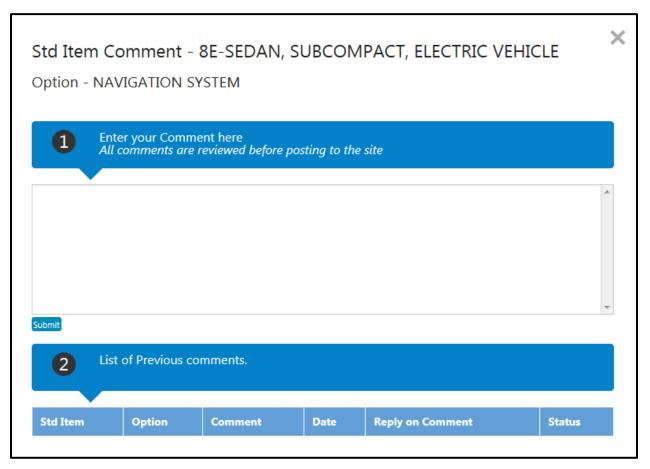
ii. Click the icon ( ) to the left of a component in the GSA Component column (under the Optional tab).

The Optional Component Comment screen will be displayed, as shown in Figure 3-13.

The selected Requirement will be displayed below the Standard Item name, in this case – **Navigation System** – as shown in Figure 3-13, and will allow you to enter comments for the Requirement.



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**Figure 3-13.Optional Component Comment** 

iii. Enter your comments in Section '1' and click the **Submit** button.

The comments will be submitted to the engineering group for review. After being reviewed, the comment will be added to the "List of Previous Comments" and a status of **Approved**, **Disapproved**, or **Noted** will be posted in the Status section.

You will receive an email informing you that your comment has been submitted and you will receive email notification after it is reviewed.

The date that the comment was reviewed will be automatically prefilled.



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#### 4 Documentation

This module describes how to view and submit comments for Federal Standard documentation.

#### To access Federal Standard documentation:

Log in to FVS as previously described.
 The Home Page, shown in Figure 4-1, will be displayed.

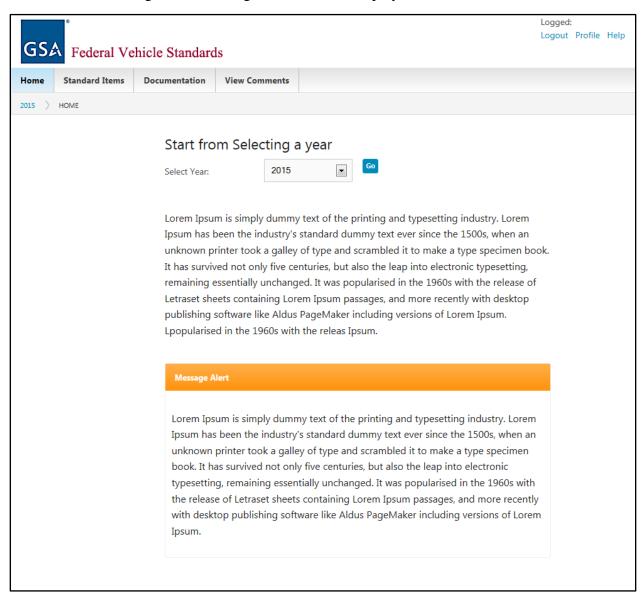


Figure 4-1.FVS Home Page



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2. Click the **Documentation** tab at the top of the screen.

The Documentation screen, shown in Figure 4-2, will display a list of Federal Standard codes and vehicle types.

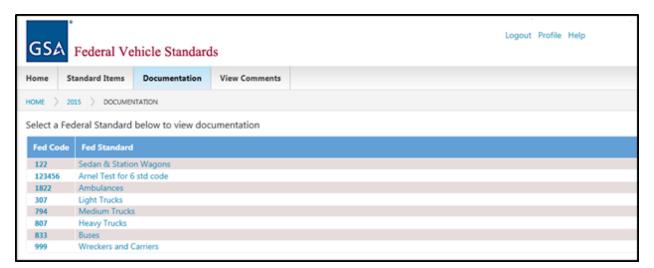


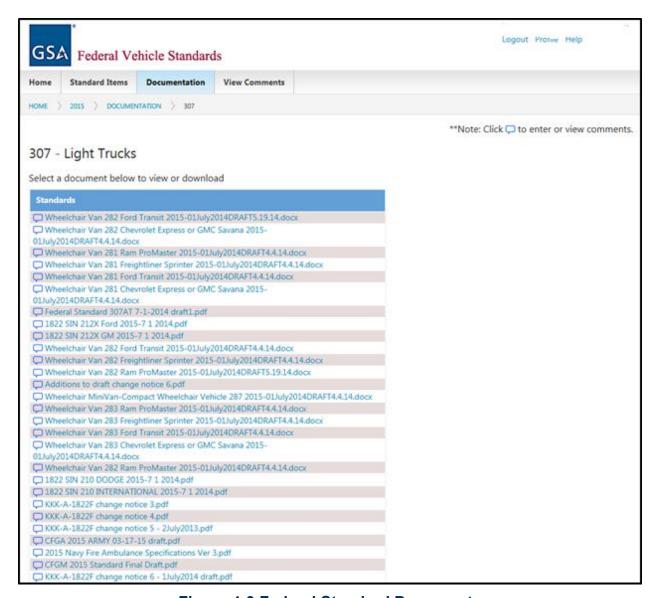
Figure 4-2.Federal Standard Codes

#### 3. Select a Federal Code.

A list of Federal Standard documents for the Federal Code will be displayed, as shown in Figure 4-3.



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**Figure 4-3.Federal Standard Documents** 

**Note**: The icon ( ) to the left of the document link will allow you to view or submit comments for a specific document. (You will only be able to submit comments if you are logged in to FVS.)



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4. To access a document, select the document link.

A pop-up window, shown in Figure 4-4, will allow you to view or save the document.

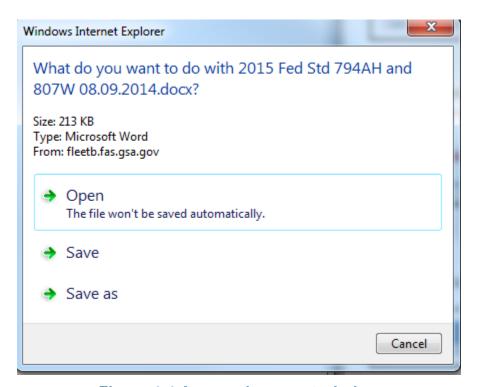


Figure 4-4. Access document window

5. To view the document, click Open.

The Standard Document/Text File will open in a new window in a PDF format, but will not be automatically saved.

6. To save the document to your PC, click Save or Save as.



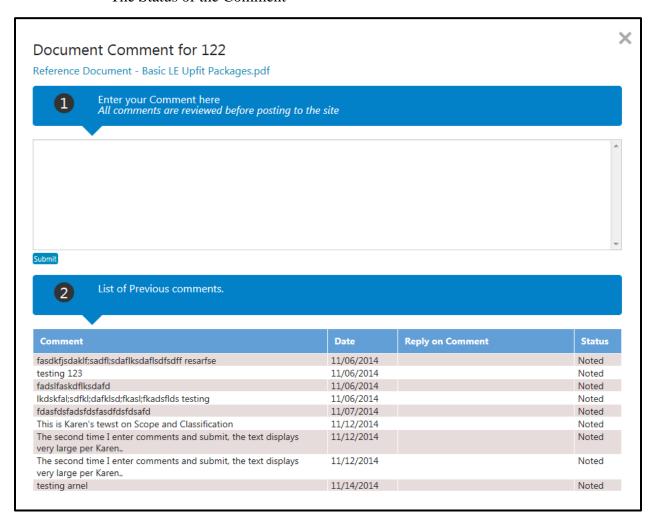
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#### 7. To submit a comment for a document:

i. Click the icon ( $\bigcirc$ ) to the left of one of the document link, shown in Figure 4-3.

The Document Comment box for the selected standard will be displayed, as shown in Figure 4-5. The upper part of the Comment box will allow you to submit a new comment for the Federal Code. The bottom section will display a list of Previous Comments, and will show the following:

- The Comment
- The date of the comment
- The Reply to the Comment
- The Status of the Comment



**Figure 4-5.Document Comment box** 

ii. Enter a comment in section '1,' as shown in Figure 4-6, and click the **Submit** button. Your comment will be submitted to the Engineering Group for review, and you will receive an email notification after it is reviewed.



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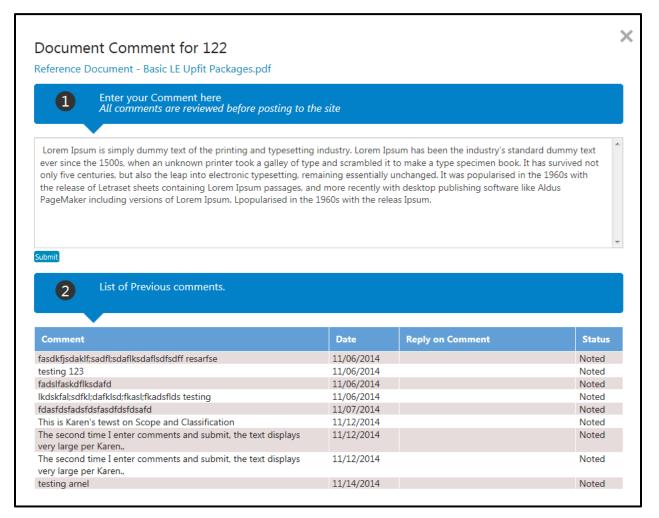


Figure 4-6.Comment entered



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#### 5 View Comments

The View Comments module allows users to view the following categories of comments:

- **General Comments**: Comments about Vehicle Types, Standard Items, and other general issues.
- Standard Item Comments: Comments related to a specific Standard Item.
- Documentation Comments: Comments related to Federal Standard Documents.

To view vehicle comments, you must be a registered user and logged in to FVS.

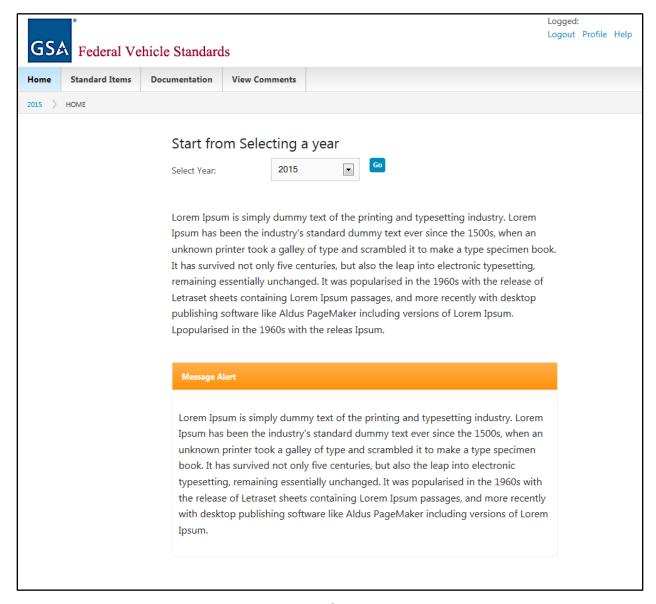


Figure 5-1.FVS Home Page



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#### 5.1 General Comments

The General Comments tab allows users to view general comments about vehicles.

#### To view a list of General Comments:

- 1. Log in to FVS as previously described.
  - The Home Page, shown in Figure 5-1, will be displayed.
- 2. Click the **View Comments** tab at the top of the screen. (The View Comments tab will only be displayed if you are logged in to FVS see section 1.3 to register and log in to FVS.)

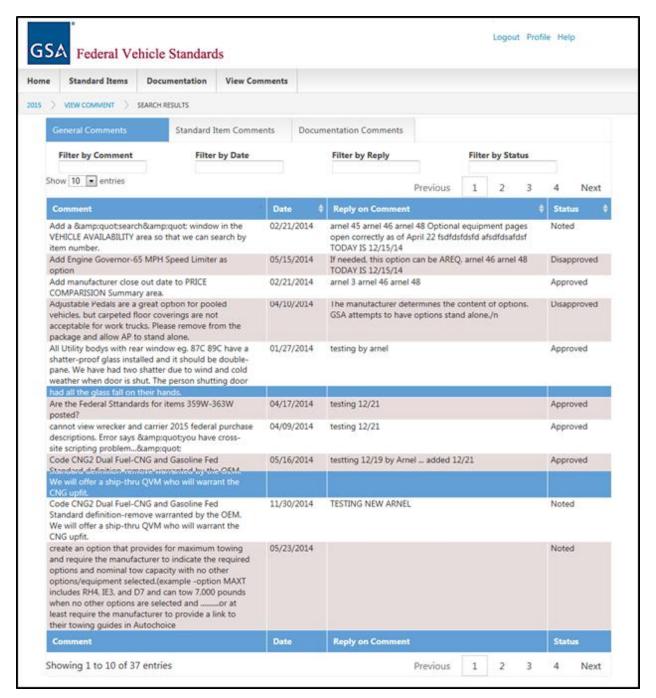
The **General Comments** tab will be selected by default and the **General Comments** screen, shown in Figure 5-2, will be displayed.

The General Comments section displays the following information:

- **Comment**: a comment that was submitted for a disposition.
- **Date**: the date the comment was entered.
- **Reply on Comment**: the date that the comment was reviewed.
- Status: The final status of the comment, i.e. Approved, Disapproved, or Noted (indicates that the comment is under consideration.



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**Figure 5-2. General Comments** 

- 3. Click any column heading to change the table display based on that column heading.
- 4. You can search for specific entries in any column by entering search criteria in the search field above any column. The search fields are dynamic and will return results based on partial entries -- (Be sure to include slant bars (/) when entering a date, i.e. 05/06/2014.)
- 5. Use the "**Previous**" and "**Next**" links at the bottom on the screen to access additional pages, or use the page number link.



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#### 5.2 Standard Item Comments

The Standard Item Comments tab allows users to view comments on Standard Items.

#### To view a list of Standard Item Comments:

- 1. Log in to FVS as previously described.
  - The Home Page, shown in Figure 5-1, will be displayed
- 2. Click the **View Comments** tab at the top of the screen. (The View Comments tab will only be displayed if you are logged in to FVS see section 1.3 to log in to FVS.)
  - The **General Comments** tab will be selected by default.
- 3. Select the **Standard Item Comments** tab.
  - The **Standard Item Comments** screen, shown in Figure 5-3, will be displayed.

The Standard Item Comments section displays the following information:

- **Standard Item:** The Standard Item code.
- **Option:** A list of Options.
- **Comment**: Comments that were submitted.
- **Date**: The date the comments were submitted.
- **Reply on Comment**: The reply to the comment.
- Status: The final status of the comment, i.e. Approved, Disapproved, or Noted (indicates that the comment is under consideration.



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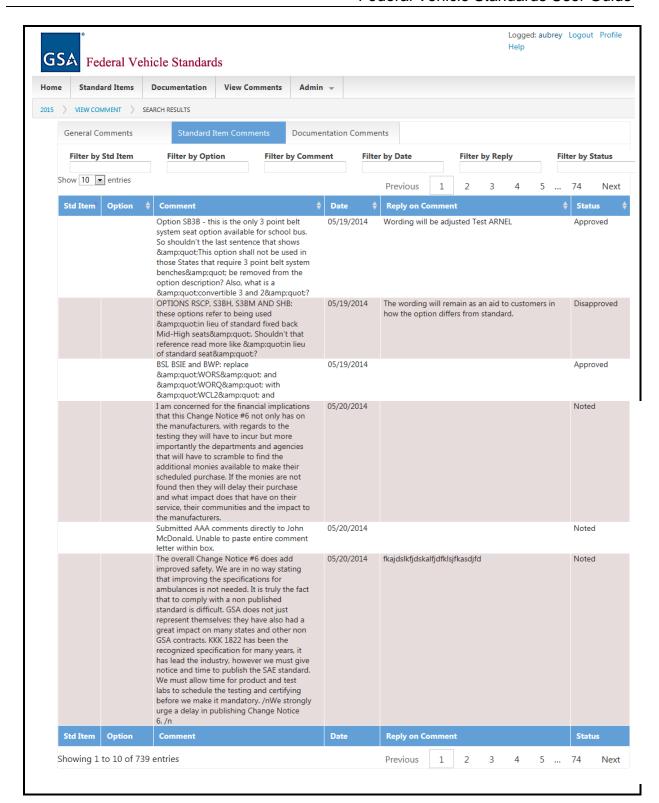


Figure 5-3. Standard Item Comments



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- 4. Click any column heading to change the table display based on that column heading.
- 5. You can search for specific entries in any column by entering search criteria in the search field above any column. The search fields are dynamic and will return results based on partial entries -- (Be sure to include slant bars (/) when entering a date, i.e. 05/06/2014.)
- 6. Use the "**Previous**" and "**Next**" links at the bottom on the screen to access additional pages, or use the page number link.

#### 5.3 Documentation Comments

The Documentation Comments tab allows users to view comments on Federal Standard Documentation.

#### To view a list of comments on Federal Standard Documentation:

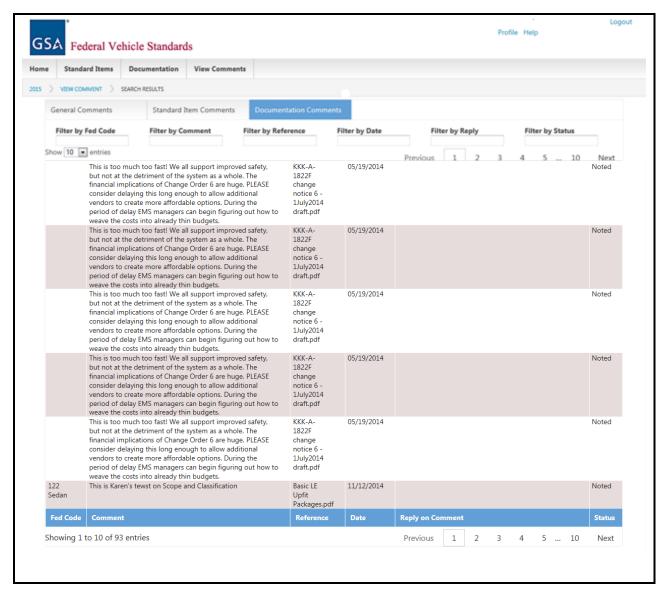
- 1. Log in to FVS as previously described.
  - The Home Page, shown in Figure 5-1, will be displayed.
- 2. Click the **View Comments** tab at the top of the screen. (The View Comments tab will only be displayed if you are logged in to FVS see section 1.3 to register and log in to FVS.)
  - The **General Comments** tab will be selected by default.
- 3. Select the **Documentation Comments** tab.
  - The **Documentation Comments** screen, shown in Figure 5-4, will be displayed.

The Documentation Comments table displays the following information:

- **Federal Code:** The Federal Code for the Documentation.
- **Comment:** Comments that were submitted.
- **Reference:** Any references to the document.
- **Date**: The date the comments were submitted.
- **Reply on Comment**: The reply to the comment.
- Status: The final status of the comment, i.e. Approved, Disapproved, or Noted (indicates that the comment is under consideration.



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**Figure 5-4. Documentation Comments** 

- 4. Click any column heading to change the table display based on that column heading.
- 5. You can search for specific entries in any column by entering search criteria in the search field above any column. The search fields are dynamic and will return results based on partial entries -- (Be sure to include slant bars (/) when entering a date, i.e. 05/06/2014.)
- 6. Use the "**Previous**" and "**Next**" links at the bottom on the screen to access additional pages, or use the page number link.



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## **Appendix A: Acronyms, Abbreviations, and Definitions**

The following acronyms, abbreviations, and definitions are used throughout GSA.

Abbreviations	Definition
ATM	Asset and Transportation Management
COTR	Contracting Officer's Technical Representative
DC	District of Columbia
DOI	Department of Interior
FAME	FAS Applications, Maintenance, and Enhancements
FAS	Federal Acquisition Service
FSC Code	Federal Supply Classification Code
GSA	General Services Administration
ID	Identification
IFB	Invitation for Bids
NCR	National Capital Region
OCIO	Office of the Chief Information Officer
PBS	Public Buildings Service
SBU	Sensitive But Unclassified
UM	User Manual
URL	Uniform Resource Locator